

Hales & Heckingham Parish Council

MINUTES

Of meeting held on 28th June 2022 in Hales Assembly Hall

Present:

HHPC Councillors: Georgina Buckle (GB) - Chairman
Craig Broadley-Naylor (CBN)
Akhil Pramanik (AP)
Andy Woodman (AW)
Luisa Ferrari (LF) - by video link; non-voting

Parish Clerk: Eleanor Bannister (EB)

Other Attendees: Clair Woolner (CW) and Keith Beevor (KB)

The meeting was opened at 7.30pm.

22/053 Welcome – The Chairman welcomed those present.

22/054 Apologies & Approval of Absences – Apologies were received and approved from Cllr. Sheila Beckett. South Norfolk District Councillor Kay Mason Billig also sent their apologies.

22/055 Co-option Procedure – This was discussed and will be formally considered at the next meeting once feedback on the draft procedure previously circulated is received from NALC.
ACTION: Clerk to follow-up.

22/056 Co-option of Councillor – Clair Woolner confirmed her interest and following a vote, the Council unanimously approved CW's co-option to the Council. CW signed the Declaration of Acceptance of Office. **ACTION:** Clerk to confirm training dates to CW and send CW's Register of Members Interests form to SNDC.

22/057 Declarations of Interest for items on the agenda. Item 15 – Cllr. AP declared an interest.

22/058 Ratification of the Minutes held on 17th May – The Minutes were ratified and signed by the Chairman.

22/059 Action Log from Meeting on 17th May – This was discussed; see pages 5 and 6.

22/060 County & District Councillor Updates - No reports were received.

22/061 Public Forum - Due to the small number of attendees, those present were given the opportunity to raise points and questions during the course of the meeting. All approved making this a standard procedure when there was a small number of attendees.

22/062 Planning Working Group Update - There were no new applications to consider but the following planning application approvals were noted:

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2022/0749 – Location: Peckover, Church Lane, Hales. Proposal: Replacement dog kennels (resubmission of 2022/0005). Approval with Conditions on 26/05/2022.

2021/2680 – Location: Viners Shed Green Road, Hales Green. Proposal: Variation of condition 2 of planning permission 2021/1206 – to amend the approved design include repositioning of the approved building and discharge of conditions 7, 13 and 14. Approval with conditions on 6/06/2022.

Environment & Amenities Working Group

22/063

Annual Playground Inspection: The Clerk reported that this had taken place on 15th June and this year there was limited follow-up action required. The Clerk would circulate the full report with a summary of the areas which had been identified for monitoring or minor alterations in due course. It was agreed to ask the maintenance contractor for the weekly and monthly playground inspection reports to be photographed and sent by text.

ACTION: Clerk to circulate and liaise with maintenance contractor re: action points and weekly/monthly reports.

22/064 Hales Green Working Group Update – Cllr. LF reported that:

Car Parking Bays: After the specifications were approved by the working group, they have been sent out to tender by South Norfolk District Council for three quotes.

Topping of thistles – A new contractor had very satisfactorily completed a quality cut of the common in a timely manner. This was reported by residents to be the best cut since 2004.

Cattle Grid – Both grids were in place and looking good.

Additionally, an event at the hall with music disturbing residents until 2.00am in the morning was being looked into.

22/065 Traffic & Transport Working Group – Cllr. GB reported that:

Speedwatch – The group was still active and traffic police had been out to the village. A 7.00am speedwatch group was still to be organised down School Lane. It was hoped to get the SAM2 post up in School Lane shortly, pending photos on exact location. All re-approved the cost of the post and new bracket down School Lane (c. £140.00 + VAT).

Defibrillator – Cllr AM confirmed they had looked at the cabinet and thought rainwater had caused issues. The defibrillator itself was still working. Cllr GB confirmed they and the Clerk were liaising with the manufacturers to rectify this. **ACTION:** Cllr. GB & Clerk to progress.

22/066 Queen's Platinum Jubilee Event – 3rd June

Cllr. GB confirmed that although the event had not been intended to raise money £350.55 had been raised. Cllr. AW thanked Cllr. GB on behalf of Council for all their hard work in organising the successful event. Given feedback from those who attended, it was agreed that the proceeds should go towards village amenities. It was also noted how much the music provided by Martin Sisley had been appreciated by all.

Masala Garden was thanked for their support and all formally approved a payment from the Jubilee grant received from NCC (£200) towards Masala Garden's costs for the food they bought, cooked and served on the day. **ACTION:** Clerk to arrange.

The positive feedback indicated that residents were keen to repeat the event in 2023 and it was agreed to start discussions / planning in early spring 2023. **ACTION:** Clerk to add to Feb. agenda and to send annual planner to new councillors.

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22/067 Correspondence Received – The Council noted:

Draft Broads Plan 2022-27 – Under review, the plan includes a long-term vision for the Broads, and priority objectives to look after its special qualities and services for the benefit of people and nature. See: [Consultations \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk/consultations). Email comments to: broadsplan@broads-authority.gov.uk or write to Broads Plan, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY. Responses must be sent by Friday 15 July 2022.

Other correspondence received subsequent to the posting of this agenda; there was none.

22/068 Finance & Admin

Finance update

The Clerk had circulated an update with the Q4 Bank Reconciliation and confirmed that the Annual Insurance had been renewed for one year to 10th June 2023 via Gallagher Ltd. BHIB would also be invited to quote for 2023/24 insurance cover. (See Appendix 1 for Bank Reconciliation – on page 6.)

Internal audit and AGAR documentation

The Clerk had circulated all the documentation required for submission to PKF Littlejohn and the internal auditor had confirmed it looked correct. The Council approved the paperwork which was signed by the Chairman and the Clerk. **ACTION:** Clerk to submit signed documentation to internal Auditor, and then to PKF Littlejohn. Papers to be posted on HHPC website. .

Internal Auditor for 2022-23

This was discussed and the Clerk recommended appointing Headspace Accountancy as internal auditor for 2022/23 given the service they had provided since being appointed in September 2020. The quote offered was £100 + VAT – as per 2021/22. The Council approved this. **ACTION:** Clerk to confirm to Headspace Accountancy.

Equality & Diversity Policy (New)

The Clerk had circulated this policy, based on a National Association of Local Councils template with adaptations for HHPC. This was discussed and approved by the Council. **ACTION:** Policy to be added to website. [Next review: June 2024 unless amendments to the NALC template needed to be considered.]

Playground Maintenance Contract Renewal

It was formally agreed that the contract would be renewed for one year – to June 2023, and reviewed April 2023. See item 22/063. **ACTION:** Clerk to confirm to contractor.

Community Action Norfolk (CAN) – Annual Membership

Renewal of silver membership (at £50) was discussed and the Council agreed to renew membership which was due to expire 28th July. **ACTION:** Clerk to renew silver membership.

Accounts for Authorisation, Payment or Ratification and Consideration of Invoices Received since preparation of the Agenda

The items listed below were ratified / approved. **ACTION:** Cllr. GB to authorise.

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Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
				RATIFIED:
Loddon Garden & DIY	£60.00	£50.00	£10.00	Grass cutting – Playing field (12/04/2022) [Paid 31/5 as part of agreed budget.]
Gallagher Insurance	£762.44	£762.44	£0.00	Gallagher (Came & Co.) – Parish Annual Insurance. [Paid 15/6 as agreed at meeting on 10/05.]
S. Beckett	£136.68	£136.68	£0.00	For Annual Parish Meeting - F&D. [Paid 31/5 as items for purchase were agreed at 22/3 meeting. Items left over will be kept for next event.]
D. Foreman	£212.50	£212.50	£0.00	Spring cut of both church graveyards. [Paid 31/5 as part of agreed budget.]
Norfolk ALC	£45.60	£38.00	£7.60	Training – ‘Being an Effective Councillor’ (May 2022) [Paid 31/5 as agreed as part of budget.]
				APPROVED:
Play Safety Inspections	£114.00	£95.00	£19.00	Annual playground inspection on 15 th June – by David Bracey Play Safety Inspections.
Loddon Garden & DIY	£60.00	£50.00	£10.00	Grass cutting – Playing field on 13/05.
Unity Trust Bank Charge	£18.00	£18.00	£0.00	<u>For Information</u> only: Automatically debited on 30/06.
Total	£1,409.22	£1,362.62	£46.60	

The Council also approved an invoice received from D. Foreman for Playground maintenance from April to June inclusive of £224.40.

22/069 Items for Consideration of Inclusion on Next Agenda

- Feedback from Annual Parish Meeting on 10th May
- HHPC Newsletter [Clerk to circulate last edition to all. Ideas for inclusion included: new councillors, PPS, Wildflowering, Jubilee village event...]
- Old village hall
- Parish Partnership Scheme funding
- Electric Vehicle Charging Point EOI to SNDC (if Clerk has an update).
- Co-option Procedure

22/070 The meeting was closed at 9.10pm.

Date of next meeting: Tuesday 6th September 2022

For further information, please contact the Clerk:

Eleanor Bannister: Email: clerk@halesandheckingham-pc.gov.uk / Mobile: 07703 124 544

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Updated ACTION LOG – Items closed prior to the 28/6 or on the 28/6 agenda are not included.

ID	ACTION	OWNER	STATUS
19/90	Parish Council external communications – 24/03: Statements covered in relevant sections of Standing Orders, the social media & Electronic Communications Policy and Member induction pack; Clerk to ensure posted.	Clerk	On-going
22/012.4 22/065	Reduction of Speed Limit on School Lane – 22/3: Cllr. GB to research signage, organise speed watch, and request an additional post for SAM2 sign. (Evidence then to be presented to Highways.)	GB	On-going
22/011	Hales Green Common – Voluntary Steward Scheme – Working Group to define requirements. 22/3: Cllr. J. Hale (Loddon PC) joined working group.	LF	On-hold (?)
22/010.1 22/027.1	Wildflowering – 22/3: Cllr. LF preparing plants. (For planting in autumn with assistance.)	LF	Autumn
21/026.3	Renewable Energy – Community Benefit Fund – Potential to access funding for charging point. Action: Clerk, Cllrs. SB & AP to discuss and consider costs and funding options. 24/11: It was agreed further research was needed.	Clerk / SB / AP	On-going
21/040	Old Village Hall – Cllr. SB to contact J. Sturman re: Charities Commission and confirming new trustees. [CAN for advice.]	SB	On-going
22/011.1	Hales Green Letter to Residents – 28/6: Drafted letter is waiting for SNDC to assess, following meeting with various stakeholders.	LF	On-hold
22/012.5	NCC Parish Partnership Scheme funding – 28/6: Clerk to circulate letter confirming deadline for applications (09/12/2022) to Councillors, for all to list ideas for discussion at July meeting.	Clerk / ALL	July 2022
21/059	Neighbourhood Plan – 28/6: Clerk to send background papers to new councillors and to chase for update on the Chet NP. ALL to consider value versus required sums/manpower, and adding to next newsletter,	Clerk / ALL	July 2022
21/050.4	Being a Good Councillor Training as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	On-going
21/067.2	Footpath from Hales to Loddon – Photos sent to NCC Highways. [Clerk chasing.]	Clerk	Pending response
21/089.4	Project Management Tool – Cllr. PG initiated trial on website. 28/6: Was trialed but agreed limited value.		Closed
21/100.2	Grit Bins – 28/6: Highways still not responded. Cllr. GB confirmed they would empty wet grit during the summer, so Highways would have to fill late autumn.	GB	September
22/012.3	Bus Shelter Cleaning – 28/6: In future to be progressed via community volunteering group. (Action Log 22/042)	GB / AP	Closed
22/014.2	Allotments – All to note when Council considering new developments.	Council	2022/23
22/023	Footpath to Hales Church from Yarmouth Rd – Cllr. GB to check accessibility.	GB	Closed
22/023	Residents & ChetChat – Resident / Cllr. GB, once approved by residents, to confirm names to ChetChat.	GB	On-going
22/028.1	Parking Bays on Hales Common Cllr. LF & Clerk to progress with SNC	LF	On-going
22/033.2	The Pit Title Deeds – Clerk/Council to discuss with title deeds holder.	SB / Clerk	On-going
22/033.3	Charity Marsh – Cllr. SB/Clerk to ensure registered with the Land Registry.	SB	On-going
22/036	HR Committee – To send revised employment contract to the Clerk and following accountant's confirmation, confirm back-dated pay and pension due.	SB / GB	Closed
22/042	Speeding Log from Norfolk Police – Cllr. GB to circulate.	GB	Closed
22/042	Creation of Community Volunteer Scheme – To be progressed for quarterly tasks such as litter-picking and cleaning bus shelters. Cycling Group -> lead to this... (CBN)	ALL	On-going
22/055	Co-option Procedure – draft – Clerk to get feedback from NALC and circulate.	Clerk	New
22/056	Co-option of Councillor – Clerk to confirm training dates and advice SNDC	Clerk	New
22/063 + 22/068	Playground Inspection & Maintenance – Clerk to circulate annual inspection report and to liaise with contractor on required repairs and on regular reports..	Clerk / GB	New
22/065	Defibrillator – Cllr. GB & Clerk to liaise with manufacturer re: cabinet.	GB/Clerk	New

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22/065	Jubilee Event – Clerk to arrange contribution towards costs for Masala Garden. To add 2023 event to February agenda for consideration and to circulate annual planner for information.	Clerk	New
22/068	AGAR – Clerk to submit documentation to internal auditor and then PKF Littlejohn. Documentation to be posted on HHPC website.	Clerk	New
22/068	Internal Auditor – Clerk to confirm 2022/23 appointment based on quote of £100 + VAT.	Clerk	New
22/068	Equality & Diversity Policy – Policy to be added to website. Clerk to arrange.	Clerk	New
22/068	CAN Annual Membership – Clerk to renew membership (£50) as per last year.	Clerk	New

Re-occurring Items:

	Chet Contact Magazine - Content for Sept issue due Monday 8th August	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end June. Assuming approved, Cllr. GB to authorise payments.	Clerk / GB	Monthly
	Chairmanship – Confirm the chairman for the next two meetings. CONFIRMED: Cllr. GB – 6 th Sept and Cllr. AW – 18 th Oct.	ALL	Per Meeting

APPENDIX 1. - HHPC BANK RECONCILIATION

Financial year: 2021/22

Notes

Opening bank balances as 1 April 2021

Unity Trust Bank Current account T1	£1,170.78	Unity	Primary working account
Instant Access/Savings	£7,188.48		Reserves account
Heckingham Charity Marsh/Savings*	£0.00	Unity	Restricted fund (£2,057.97)
	<u>£8,359.26</u>		

(Cheques raised in last year end, but not cleared bank by start of current year.)

Outstanding cheques	£0.00	
Outstanding receipts	£0.00	
Totals		£8,359.26

Receipts to date **£16,654.30**

Picks up from 'Total' on Receipts tab

Payments to date **£12,741.40**

Picks up from 'Total' on Payments tab

Ledger Balance to date **£12,272.16**

C17+C20 - C23

Below updated to 31 March 2022

Current account T1	£5,079.34		Primary working account
Instant Access/Savings	£7,192.82		Reserves account
Heckingham Charity Marsh/Savings	£0.00		Restricted fund (£2,214.51)
Barclays	£0.00		Closed in July 2020

Bank balance **£12,272.16**
Difference **£0.00**